Team Load-In and Load-Out for 53' Trailers

Overview:

The George R. Brown Convention Center loading dock space allowing access to 53' trailers, and *FIRST*® is able to offer teams the option to use them for Load-In and Load-Out for 2023. Multiple teams can collaborate and pool resources toward ordering a large trailer to transport all robots and pit materials to the venue.

Rules and Requirements:

1. The Team, Community, Region, or District must have or appoint a Team Lead to communicate with *FIRST*. This Team Lead must be present at the venue during Load-In and Load-Out days of the event.
2. A 53' trailer method must transport a minimum of ten (10) teams attending the *FIRST* Championship unless prior approval from *FIRST* is obtained.
3. All Teams using a 53' Trailer to Load-In must also use the same group's trailer for Load-Out. Altering methods is not allowed.
4. This ability to accept 53' Trailers cannot be guaranteed at any future *FIRST* Championship, including at future events held in the same venue. Team Leads should review all requirements for each year.

Step 1 - Pre-Event Timeline:

1. Each Team Lead must contact *FIRST* directly, via email, to confirm intent in ordering a 53' Trailer. Deadline for notification in order to Load In or Load Out via 53' Truck is April 3rd, 2023.
   - Contact Logistics Specialist, Evan Raitt eraitt@firstinspires.org
2. Team Lead must provide the following information as it becomes available:
   - Team Lead Name, Email, and Cellphone Number while at *FIRST* Championship
   - Team Numbers of confirmed and potential *FIRST* Teams accompanying the 53' Trailer.
   - Name of freight forwarder or trucking company.
3. Team Lead or their coordinator(s) will facilitate all pickup scheduling for teams and their equipment to be loaded onto the trailer for transit to Houston.
4. Approximately 1 week prior to *FIRST* Championship Load-In, The *FIRST* contact will provide the Team Lead a 60-minute delivery window for Load-In, and a staging time for Load-Out. The Team Lead must communicate the arrival windows to the freight forwarder or trucking company.
   - *Note:* Any 53' Trailer that arrives earlier or later than their delivery window may experience a delay in accessing the loading dock.

Step 2 – Load-In Timeline, April 19th 2023:

1. Starting at 10:00 AM, the *FIRST* Robotics Competition pits will open for six (6) team representatives to walk to the loading dock to unload their vehicles.
2. All team representatives traveling with a 53' trailer should plan to arrive to the pits at the same time as the trailer's delivery window.
3. Trailers must be completely unloaded at the time of their arrival. Any team that did not arrive to collect their materials during the unload will have their materials moved to a staging area.
4. The pits open to all team members and the general public starting at 2:00 PM until 7:30 PM.

Step 3 – Load-Out Timeline, April 22nd 2023:

1. Prior to Saturday, or on Saturday morning, all teams must send an adult mentor to the FIRST Ship Desk to obtain a Load Out Ticket.
2. As each team has finished competing throughout the competition day, teams must fully pack their materials and visit the Hall E Load Out Desk with their Load Out Ticket. The volunteer will then allow the team to stage materials in the designated staging area in Hall E.
   - *Note:* While Hall A teams are expected to visit the Hall A load-out desk, teams shipping on trailers must move their materials to Hall E and visit the Hall E load-out desk.

Step 3 – Load-Out Timeline (Continued):

3. Once *all* teams with a trailer have finished competing, the truck will be allowed into the Hall E Dock for loading all team materials.
   - *Important:* If any team that is part of a trailer progresses through tournament, the truck will not be allowed into the Dock - even temporarily. This is done to keep the docks open for those teams that are actively ready to Load-Out and leave the area.
   - This means that the time when team members should arrive to Hall E to load their 53' trailer will be based on the tournament progress of all their travel partners. Team Leads should prepare to have enough team members to handle the load-out at any given time, potentially including after the conclusion of the event. Assistance from event staff or event volunteers will not be available.

Truck Information and Requirements:
- Teams must be available to unload and load the trailer themselves.
- Trailers must be able to unload at a fixed height 48" high dock. Dock levelers are not available.
- Teams need to bring their own equipment (i.e., hand truck or pallet jack) to load and unload.
- Teams can only utilize pallet jacks on the trailer and within the loading dock. Pallet jacks cannot be used within the Pits.

Suggestions and Best Practices:
- We recommend teams bring a set of hand-tools to uncrate their robot, separate from the trailer.
- We recommend teams either buy or request of the carrier to have ratchet straps to secure materials into the trailer, to avoid items moving during transit.
- We strongly recommend all large materials be on wheels, or teams bring wheeled carts to move heavy and large equipment through the pits.
- We strongly recommend ordering a 53' trailer through a freight forwarder with specialization or experience in Event Logistics or Trade Show shipping.

Risk Assessment:
- The FIRST Championship schedule will not be adjusted to account for any possible truck issues that delay the multiple team's Load-In, such as transit delays due to weather or break downs. Keep the *FIRST* contact in the loop regarding transit issues to see what other options might be available instead.
- The Team, Community, Region, or District ultimately paying for the 53' Trailer assumes all expenses necessary. This includes all shipping accessories and holding fees that may be required for safe and timely Load-In and Load-Out.

In order to participate, please send an email to FIRST Robotics Competition Logistics Specialist, Evan Raitt at eraitt@firstinspires.org.